



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

Dear :

The Town of Truro is seeking a legal firm or individual attorneys to submit qualifications and costs for services to provide general legal services for the town. The Truro town charter states, in part, that Town Counsel works directly for the Board of Selectmen and is appointed by the selectmen. The town has a year-round population of just under 2100 and a summer population of 15,000 \pm .

Interested individuals or firms must provide the following, as a minimum submission, to the town administrator's office for review by the Board of Selectmen.

1. Name, education level, and municipal experience level for the principle attorney to be assigned to the Town of Truro.
2. The name, or names, of the backup attorney, with education and municipal experience level.
3. If a firm is responding to the RFQ, please list those attorneys who will be assigned to the Town of Truro, with education and municipal experience of each person to be assigned.
4. List the hourly rate, and/or retainer to be charged to the town and for how long the quoted rate will be valid. Also list other regular charges which would be made to the town, such as travel expenses, telephone call expenses, copy expenses etc.
5. If the individual or firm is outside of the Truro calling area, please verify that a toll-free telephone number is available.
6. Please indicate the normal response time to telephone, email or fax requests. This is not the response time for written opinions but the response time to return phone calls or emails.
7. Please list the towns or municipal entities that are represented by you or your firm.
8. Please indicate any municipal lawsuits which have occurred within the last five years, in which you or your firm have been engaged, as well as the outcomes of these lawsuits.
9. Please list other services available by you or your firm, for example: conflict of interest training, ethics training, etc.
10. Please submit a draft contract or letter of agreement that you would propose for the town to sign with you or your firm.

Please submit your response to the Office of Town Administrator, Town of Truro, P.O. Box 2030, Truro, MA 02666 by noon Friday, November 14, 2014.

Thank you in advance for your response.

Respectfully:

Robert C. Lawton Jr.